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USIB-D-39.7/14
17 January 1966

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Committee on Documentation Report of
Task Team II (Item Identification)

REFERENCES : a. USIB-D-39.7/6, 6 May 1964
b. USIB-M-322, 29 April 1964, item 5
c. USIB-D-39.7/5, 16 March 1964

1. The enclosed report by the Committee on Documentation (CODIB) on the study undertaken by CODIB's Task Team II (Item Identification), pursuant to USIB direction in reference a., is submitted for USIB consideration of the Recommendations contained in Section D, page 5.

2. This report is the second response to the USIB action at its meeting on 29 April 1964 (reference b.) approving as amended the CODIB recommendations on pages 20, 21 and 22 of the Stage I Report of the Staff for the Community Information Processing Study (SCIPS) (reference c.). Pursuant thereto, nine Task Teams were established by CODIB to report on Paragraphs 4, a. through j. of the final USIB-approved recommendations contained in the attachment to reference a. These Task Team Reports, as they are completed, are being reviewed by CODIB which will then submit as appropriate its report and recommendations for USIB consideration. The first of the CODIB reports on the studies undertaken by the nine Task Teams (Task Team IV--Installations) has been circulated as USIB-D-39.7/13, 5 January 1966.

3. Specifically the enclosed CODIB report and its attached Task Team II report are a response to Recommendations 4, b. and c. of the final USIB-approved recommendations regarding the SCIPS Report which directed CODIB to establish an ad hoc group to "develop and publish a

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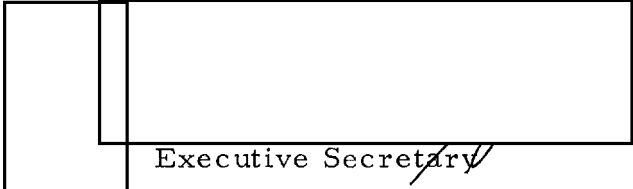
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USIB-D-39, 7/14
17 January 1966

standard item list" and "develop and implement standardized item description lists". The enclosed CODIB report contains a Summary of Task Team Findings; CODIB Comments on the Task Team Report; and in Section D, page 5, CODIB's Recommendations to USIB.

4. The enclosure and its attachment will be scheduled (probably during February) on the agenda of a USIB meeting, subsequent to Board action on the CODIB Report of Task Team IV (Installations).

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Executive Secretary✓

Enclosure

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CODIB-D-111/1.2/6
27 December 1965
Final CODIB Approved

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

REPORT OF TASK TEAM II (ITEM IDENTIFICATION)

- References: a. USIB-D-39.7/6 (6 May 1964)
b. CODIB-D-111/1.2 series (28 Jul 64 - 20 Aug 65)

A. Background

This is a report on the study undertaken by CODIB's Task Team II (Item Identification) pursuant to USIB direction contained in reference (a). The objective of this Task Team was to plan for a standard inventory and listing of series-type information items of use in the intelligence process, and to consider the problem of standardization of the bibliographic elements common to most of these items. This would facilitate data and file exchange within the Community, aid in on-going inter-system operations, and assist the system designers and system managers in planning and controlling their own operations.

B. Summary of Task Team Findings

1. General

The Task Team II report (attached) notes that the steadily increasing volume of information and intelligence items, both incoming and in files, manifests itself

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- 2 -

CODIB-D-111/1.2/6

principally in the form of "documents" which, if systematically approached, can be controlled and identified uniquely. These items, in effect, do tie the Community together, but truly useful interchange among Community information systems and avoidance of undesirable duplication in processing, can occur only when we can accurately and definitively describe the scope and content of our systems. This then points to a comprehensive and standardized inventory of information items in circulation or in file in the Community. The Team's conclusions are that a) such an inventory would best be met by the establishment of an Item Register; and b) that further standardization of bibliographic elements should be undertaken after the Register is in being.

2. Item Register

The Item Register System is envisioned as consisting of 1) decentralized input of requisite information by the producers of the item; 2) centralized processing of input information and maintenance of an authoritative item register and descriptive data base; and 3) diversified form, formats and orderings of item information to satisfy a spectrum of users, including catalog-type printouts, special bibliographies, and ad hoc query responses. The report discusses requirements for such a system, its elements of information, codes and other methods of representation, machine requirements, expected outputs from the system, and provides a scheme for implementing the system, together with cost figures.

S-E-C-R-E-T

S-E-C-R-E-T

- 3 -

CODIB-D-111/1.2/6

The elements of information which most nearly meet the criteria for unique identification are listed in both required and desired categories, as follows:

Required

- a. Exact title of the item
- b. Classification of the title
- c. Series designation and control, if any
- d. Producing agency or department, major component thereof and lowest organization level identifiable from the item itself
- e. Range of security classification applied to the item
- f. Dissemination control applied to the item
- g. Item status, i.e., is it currently being produced? If not, inclusive dates of publication
- h. Unique reference number

Desired

- a. Short title of item, if any, and its security classification
- b. Frequency of issuance
- c. Form(s) in which produced
- d. Categorization of item (Substantive; Substantive Support; Non-Substantive - defined in the report)
- e. Remarks

3. Implementation and Community Impact

Implementation would take place incrementally, in the following general steps: 1) detailed design, programming, initial collection of data and initial input to the machine system, plus the production of an initial set of output products; 2) a thorough evaluation of this initial product by the Community; 3) redesign and further collection (if found necessary during evaluation); 4) a continuing phase of maintenance and operation of the system. The report recommends that this

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- 4 -

CODIB-D-111/1.2/6

system be implemented by a single agency acting as executive agent, but does not specify which agency should be chosen.

The initial system would control and identify between 5000 - 7000 items at the series level. Preliminary manpower and cost estimates for the system (designing, testing, evaluating and reaching operational capability in about six months) include 28 man-months of analyst and programmer time, 12 man-months of clerical support and 170 machine hours (based on IBM 1401). Once in operation, maintenance of the Item Register, production of periodic products and servicing of ad hoc requests will require an estimated 10 machine hours per month, one-half of one analyst's time and one-fourth of one clerical. Full evaluation by Community users is provided for during the buildup period.

C. CODIB Comment on the Report

In the view of CODIB, the report addresses a fundamental problem that needs to be solved: identification of the information-bearing "documents" which are processed in the Community. CODIB feels that the Task Team has adequately discussed the goals, objectives, alternative solutions, and cost implications. CODIB therefore agrees with the conclusion that an Item Register System should be initiated and evaluated. CODIB further agrees with the Task Team that the executive agent route is the best way to implement this proposal, provided that sufficient continuity and expertise can be obtained.

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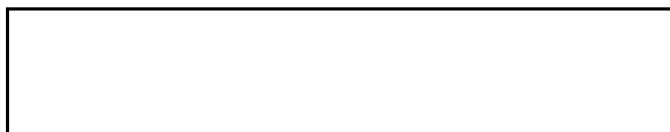
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CODIB-D-111/1.2/6

D. Recommendations

It is recommended that USIB:

1. Note the general findings and conclusions of the Task Team II report.
2. Direct the CIA to undertake the task of implementing and operating an Item Register System as outlined in the report, obtaining such assistance and guidance from the CODIB Support Staff as is appropriate and necessary, and submit the detailed design to CODIB for approval.
3. In addition, direct the CIA to develop item description element standards and recommend them to CODIB together with an implementation plan.
4. Call for quarterly progress reports during the implementation phase, including Community evaluation when appropriate.

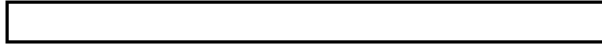


Chairman

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ATTACHMENT

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UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

MEMORANDUM FOR: Chairman, Committee on Documentation
SUBJECT: Transmittal of Task Team II Report
REFERENCE: CODIB-D-111/1.2/2, 25 November 1964

1. Transmitted herewith is the report of CODIB Task Team II, Item Identification. This report is the result of 22 meetings of the Task Team (beginning on 13 October 1964), a good deal of homework on the part of team members, and staff analytic assistance from the CODIB Support Staff.

2. A list of participating members is attached, indicating extent of participation in meetings. The Team worked together as a group of interested and knowledgeable people and not as representatives of particular agencies or departments. Departmental coordination was expected to take place after the report is submitted to you.

3. CODIB's original charge to the Task Team was a double one: a. develop and publish a standard item list and, b. develop and implement standard item description elements. The Team has responded to "a" by proposing an Item Register System (Recommendation A-B), together with an implementation plan and resource estimates. The Team feels that "b" can best be accomplished during the establishment of an Item Register System and so recommends in this report (Recommendation C).

4. In Recommendation D the Team proposes its own dissolution. The Team will therefore not engage in further activities until CODIB has acted upon that recommendation.

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- 2 -

T/II/R-1
13 August 1965

5. The report consists of five sections: a brief summary of conclusions and recommendations (Section I), an introductory section discussing the problem and relating the Team's approach to other possibilities and Task Teams (Section II), a discussion of the basic elements of a proposed solution to the problem (Section III), a proposal for an Item Register System, together with an implementation plan, resource estimates, and consideration of system alternatives (Section IV), and specific recommendations (Section V). In addition, six informative appendices are attached. A special-channels supplement to Appendix 3 and Appendix 4 will be forwarded separately.

6. I would like to take this opportunity to commend to you the fine work done by all concerned, both those on the Team itself (including those assisting from the CODIB Support Staff) and those in the agencies who supported them.

7. I also feel it my duty to give my own impressions of the adequacy of this type of organization to do this type of work. As stated in the Terms of Reference (Referenced above), the overall task was "to prepare gross alternative plans for an operational system, (which) would be difficult to accomplish without some full-time assistance and continuity." The CODIB Support Staff has provided a good deal of this staff-analytic capability, without which the Team report might never have been finished. However, I would like to state here as my personal opinion (not necessarily reflecting the views of the Team) that a part-time ad-hoc group is not the best instrument for system design activities. The use of a committee is most valuable in bringing together diverse backgrounds and experiences to advise, guide and evaluate such activities, but the actual design work is best done by full-time staff personnel.

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Chairman, CODIB Task Team II

Attachments:

- a. List of participants in Task Team II work
- b. Task Team II Report

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T/II/R-1
13 August 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Report

TABLE OF CONTENTS

	Page
I. Summary of Conclusions and Recommendations.....	1
II. Item Control.....	4
III. System Elements.....	10
A. Elements of Information.....	10
1. List of Elements.....	10
2. Unique Reference Number.....	12
3. Categorization.....	13
B. Item Level.....	19
C. Sample Item List.....	21
D. Scope.....	21
IV. System Integration and Alternatives.....	24
A. Item Register System.....	24
B. System Implementation.....	25
C. Resource Estimates.....	27
D. Implementation Alternatives.....	27
E. Alternatives to an Item Register System.....	28
V. Recommendations.....	33

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- ii - Table of Contents (Cont'd)

Appendices

1. CODIB-Approved Terms of Reference for Task Team II
2. SCIPS Survey Coverage
3. Item Identification Control Systems
4. Item Identification Lists
5. Sample Pages of an Item Register List
6. Suggested Input Card Format

Summary

I. Summary of Conclusions and Recommendations

Information handling in the Intelligence Community is characterized by large and growing investments, a steady increase in the quantity of information, both incoming and in files, occurrence of more and more fast-reaction requirements and an increased application of intelligence to areas outside the Community itself.

In this dynamic environment, the vast majority of information and intelligence is provided in the form of "documents". Many of these are issued and distributed as series. These documents are received and processed by many organizations and, in a certain sense, tie the Community together. However, in order to take advantage of this aspect, we must be able, in many different processing systems, to identify these items commonly and to call each by the same name. A further requirement is to be able to categorize or classify these items for different end-use purposes, and to be able to refer to the same categories of these items in different information systems. We have used the phrase "item control" to refer to these needs.

The need for item control derives from the need to manage information processing activities (collection, communication, dissemination, storage, retrieval, manipulation), the need to design more effective information processing systems, and the need to communicate effectively between processors, users, system designers and managers. With respect to system design and information-exchange uses, the need is to describe efficiently, simply and accurately the inclusion and exclusion of information content in a given file or information system. Not until we can accurately and definitively describe the scope and content of our information systems can we hope to have more useful interchange between systems. Neither can we usefully identify and eliminate duplication of information processing until we have a means of item identification on a common or comparable basis. Without comprehensive and standardized inventories of information items, users cannot have nor be given assurance that all available information resources have been brought to bear on a given intelligence problem, estimate, or analysis.

Before we can solve all the problems involved in linking community systems together through data exchange at the more detailed level of the actual information content of files or items, we need to have gross common handles on the items that flow between organizations. Item control at the series level, addressed by Task Team II, therefore, does not directly provide, but is a prerequisite to, better control of the information



- 2 -

content of intelligence issuances, either through shallow-level content control of the substantive contents of documents (as planned by Task Team I) or, later, coordination of deeper information-level control, as in deep-indexing retrieval systems. The Team, therefore, feels that its proposals for an Item Register System should be considered now, since many further improvements within the Community could be assisted by such a system (See Section II and IV).

The Team identified the essential elements most nearly meeting the criteria for unique identification of items (Section III). These include a minimum list of data elements such as originating organization, title, classification, unique reference number, etc. (Section III A 1 and III A 2) and devised a categorization scheme to be used for fully identified items to provide a capability for grouping them to serve different purposes (Section III A 3). In Section IV the Team integrated the elements into a proposal for an Item Register System with the following general characteristics:

1. Decentralized input by producers of requisite information by the producers of the item.
2. Centralized processing of input information and maintenance of an authoritative item register and descriptive data base, and,
3. Diversified form, formats and orderings of item information to satisfy a spectrum of uses, including catalog-type print-outs, special bibliographies, and ad-hoc query responses.

The initial system is envisioned as one uniquely controlling and identifying some 5000-7000 items at the series level. Preliminary manpower and cost estimates for the system, for designing, testing, evaluating and to reach operational capability in about six months, include 28 man-months of analyst and programmer time, 12 man-months of clerical support and 170 machine hours (based on an IBM 1410). Once the design, testing, evaluation and build-up are complete, it is estimated that maintenance of the item register, production of periodic products and servicing of ad-hoc requests will require an estimated 10 machine hours per month, one half of one analyst's time and one fourth of one clerical's time (See Section IV C). Full evaluation by the Community users is provided for during the build-up period (Section IV B).





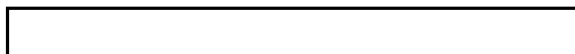
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Summary

- 3 -

Several alternatives to an Item Register System are discussed by the Team (Section IV E), but judged less adequate. Team members proposed the Item Register System as a solution which does little or no violence to local systems, but which provides a unique and simple capability for system-to-system interchange of information about intelligence items. On this basis, other improvements in the future can be more solidly built.

The Team's recommendations can be summarized as follows: implement the Item Register System (including community evaluation) by assigning the task to one agency as a service of common concern (Recommendations A and B), assign the task of further standardization of bibliographic elements to the implementing agency chosen, to be performed when the Item Register System is a going operation (Recommendation C), and disband the present CODIB Task Team II immediately (Recommendation D).



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- 4 -

II. Item Control

The U. S. Intelligence Community is large and diverse. There is a great deal of information processing going on every day. The costs of this processing can be indicated (if not precisely determined) by some of the SCIPS findings.

The SCIPS survey identified hundreds of intelligence components which receive, process and produce thousands of intelligence items each year. Many of these items are issued in series, some of them at regular time intervals; daily, weekly, monthly, etc. In the aggregate, they result in several hundred thousand issuances per year. To fulfill requirements, millions of copies are produced each year.

While all of the SCIPS survey data is now more than two years old, it appears safe to assume that the magnitude of the Community products dissemination operations has not diminished. Indeed, the figures developed by SCIPS are quite conservative since in many cases they do not reflect secondary or subsequent reproduction of copies of issuances made by recipient organizations.

The size of the Community in terms of organizations, items, processes and people can be indicated by Appendix 2, taken from the SCIPS report.

Task Team II's initial objective was to specify requirements for item identification. Growth in the volume of information collected, processed and produced together with drastic reduction in time available for response has resulted in increased functional specialization within the intelligence field. Examples of such specialization include establishment of photo and elint exploitation centers, science and technology centers and current intelligence, indications and warning centers. Such specialization has sharpened the focus of interest and enhanced timely response to programmed requirements. It has also imposed requirements for increased coordination and integration of information and intelligence at national command levels.

Many personnel representing professions and techniques not previously associated with intelligence have entered the arena, including those from such areas as operations research, system engineering, and automatic data processing. In military organizations, there has been an influx of personnel with predominantly operational backgrounds. At the same time, requirements for intelligence support by organizations

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- 5 -

outside the Community have increased. Examples of these increased requirements can be found in wargaming, force structure planning, command and control of forces, military aid programs, and many more.

Management at all levels in the Community is faced with immense problems relating to the coordination of work, the most economical use of resources, planning for the future, etc. Basic elements of the Community include organizations and their missions, people, equipment, "items" (the objects of information processing), item flows and processing procedures. Organizations have different missions, but there may be similarity in some of the other elements. Many different organizations, for instance, perform the process of indexing. Such processes are performed to support the different missions of the organizations, and so may differ as the missions differ. However, many "items" produced by one organization are disseminated to other organizations engaged in analyzing, producing, and controlling information. The use of these items may be different in the different organizations, thus a single item cannot usually be considered only in relation to its original purpose. This situation can be a source of strength, since it is obviously better to try to use products for many different purposes than to generate even more "items" by confining each to a single type of end-use. However, this situation has its own inherent dangers of duplication in the processing activities--that is, similar processes (even though for different purposes) may be performed in several activities on the same "items". There is a ray of hope, however, in that this situation can give rise to cooperative arrangements that cut down on the duplication and release resources for other jobs. It should be possible to build on the fact that the flow of "items" forms a thread that ties the Community together in an otherwise pluralistic environment. The solution then lies in the control of the "items" themselves so that improvement can be based on the fact that they are received and processed by many organizations.

In past years emphasis has been placed on control at the organization and policy level (DCID's and other Community-wide directives, CODIB action, departmental policy and organizational control, etc.) and, at times, on a very deep level of information control (standardization of name-check forms, compatibility of detailed indexing schemes, etc.). A middle-level effort, based on the information-bearing items that tie the Community together has been less evident. This is, we feel, a gap that needs filling. If control is exercised at the highest, policy level alone, the various organizations in the Community which thereby have their boundaries and functions delineated for the common good will

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- 6 -

still need, to a great extent, to process the same types of "items". Unless these items are precisely identifiable in the various using and processing units so that their use can be followed from unit to unit and each can communicate easily with the others about them, both divergence and overlapping may continue between organizations no matter what the policy directives say. Without the ability to identify items precisely, the advantages provided by the appearance of many of those items in different processing units may be lost, leaving only the danger of duplication and wasted effort. Similarly, the success achieved in developing and maintaining standard methods of representing and processing at the deeper levels of information content may well depend on the availability of precise item level identification.

Knowledge of what is sent and received, by whom, and what is processed and where, is vital for management of Community assets. We shall call this item control. This control, as indicated above, can be established at various item levels. A somewhat oversimplified list follows:

Series level - Identifiable and describable groups of individual issuances having various elements in common, including originating organization, title, frequency, originator's purpose, and degree of processing performed to produce the issues. Elements of control at this level are mostly evident in the document issuance header, but some elements (particularly the degree of processing performed) may not appear on the document at all. Control, identification and description at this level not only facilitate overall managerial planning and control of the Community resources, but also speak directly to the need of the processing organizations themselves in communication with each other to perform their function of providing the "end user" with the information he needs. Thus, for instance, dissemination units often can distribute to their customers on the basis of the header or series-type information (sometimes called "standard distribution" or "subscription-type" distribution as contrasted with "content dissemination").

Issue level - Individual issuances of the above series plus one-time monographic publications which are disseminated according to the content of the individual document. Elements of control at this level are found both in the header of the issuance and in the text itself. The using analyst serviced by the processing units usually describes his need in terms of subject and area content of the documents he wants, and the processing unit (if dissemination is the process) examines every issuance and analyzes both header and content to decide if the analyst needs the information. Most storage and retrieval processes depend on the issue level or even further, the informational content level within each issuance.

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- 7 -

Task Team I is examining possible aids to content control at the issue level, at a relatively shallow substantive level intended to be useful for dissemination and perhaps at least some storage and retrieval operations. Their effort is not intended to solve all the problems of deep indexing for retrieval, but it is at least addressed to the issue level, where the concepts of subject and area control are perhaps best applied, and where there can be a more direct application to the analyst needs.

Task Team II, on the other hand, addresses the control problem at the series level. This control will serve the managers directly, will greatly aid the system designers in identifying and categorizing that which is to be processed in various different ways, and will aid the disseminators and storage and retrieval systems in their problems of identifying documents not produced locally. This will be an indirect benefit to the using analyst.

Having sketched out the general problem, distinguished between different levels of control, isolated item control as our theme, and further indicated at what level this team approached that theme, we can perhaps redefine the problem: Basically, since information for intelligence purposes flows in "documentary form" and in potentially identifiable "series", and since it is used by many organizations for purposes often far beyond that intended by the issuing organization, a fundamental requirement is to be able, in many different information processing systems belonging to different organizations with different missions, to identify these items and to call each by the same name. A second problem lies in the standardization of the elements used to identify and describe these items. In so far as element standardization applies to the identification problem, our judgment expressed in the Task Team Terms of Reference (Appendix 1) still holds: It is better to begin with a registration of a minimum number of elements for common identification purposes to form a base for further standardization of other elements, than to attempt to standardize on all header elements at once.

The Task Team examined SCIPS data and experience to ascertain progress being made in the Community on item identification and also conducted limited fact-finding of its own. These efforts revealed that most organizations are quite clear in recounting the processes which they apply to intelligence items. However, many organizations find it more difficult to itemize what is received from whom and to identify precisely which items receive what processing. In some cases readily accessible knowledge of inputs was confined to generalizations such as "we process all information reports received" or, "all reports containing personality information from all sources." Further investigation into

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- 8 -

either items processed or their sources usually reveals that "all" is really "some, unspecifiable" and that to define the word "some" may require detailed file analysis or in other cases protracted interception and documentation of items at receipt points. Knowledge of what items receive which processes is necessary to make significant comparisons between processing occurring in USIB agency components. This was particularly true when SCIPS attempted to specify the transmission of documents between processing units. The inability to specify items in a standard manner during data acquisition resulted in time-consuming man and machine operations to establish item/process associations which would, in turn, provide insights into both formal and informal community relationships. (See Volume V of the SCIPS report for detailed discussion.)

The Team also considered a previous CODIB-sponsored effort: The Union List of Intelligence Serial Publications, produced in 1957 and updated in 1959. This publication contained many elements for item identification and control as well as free text description of the serial's general content and purpose. However, it was limited in the serials it covered, and it was not published again after 1959. The value of such a tool depends on its comprehensiveness and on its currency. The Union List was published without a method for updating or expanding.

During its deliberations, the Task Team also collected information on existing publication lists, indexes and catalogs, and on existing item control systems. A description of systems and lists, not intended to be exhaustive, is contained in Appendices 3 and 4. An examination of these shows that many organizations feel the need for control of items at the series level. Many produce catalogs of their own publications. Some have found it necessary to control some of the header elements of the publications of other organizations in order to process, disseminate, index and find the items of interest to them in a uniform manner. The information in Appendices 3 and 4 shows, however, that although many elements are used in common in the different lists or systems, the use or method of representation of those elements differs so widely that the user has great difficulty in putting them together. Such an examination also shows, however, that the total number of elements needed for identification may be rather small, and that most, if not all, of these elements already appear on such lists. This augurs well for a further effort to standardize for common interdepartmental identification purposes.

The limitations of past or existing efforts towards community item control, as seen both in the SCIPS effort and in the Team's

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- 9 -

fact-finding, become design features for a new effort at item control in the Community which would be

comprehensive in coverage,
standardized in form,
dynamically maintained,
serving a variety of uses, and
readily accessible in form and content.

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Recommendations

- 33 -

V. Recommendations

Task Team II recommends the following actions:

A. Implement an Item Register System by performing Functions 1 through 4 in the table on page 25 of this report, by naming one agency (CIA, DIA, NSA or State) to perform the whole operation as a service of common concern, with reimbursement and/or manpower inputs from other agencies as appropriate (implementation alternative 3 on page 28).

The decision on what items to include in Functions 1 through 4 would be guided by the following:

1. Referring to the category-modifier table in Section III D of this report, only those class-modifier intersections marked with an X would be considered for inclusion.

2. Within these general inclusions, as many items will be included as the time allotted permits, subject to the following additional guidelines:

a. Maximum coverage within the time available for items produced by USIB Agencies, provided that

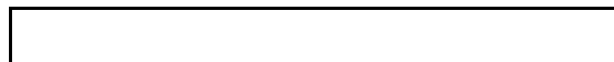
b. At least a representative minimum of items produced by non-USIB U. S. Government agencies are included and

c. At least a representative minimum of foreign original publications are also included.

B. Subject to the results of evaluation at the end of six months (Function 4), implement Functions 5 and 6 on a continuing basis.

C. In addition, instruct the implementing organization to develop item description element standards and recommend them together with an implementation plan.

D. Disband the present CODIB Task Team II immediately. Instruct the CODIB Support Staff to advise the implementing systems unit on any problems that may arise in the performance of Functions 1 through 6.



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Next 4 Page(s) In Document Exempt

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APPENDIX 2

The attached table from the SCIPS Report shows the SCIPS coverage in terms of agencies, organizational units, information processing activities, people, pieces of equipment, items, files and unit records in those files. As explained in the SCIPS Report, SCIPS covered only a part of the Community: six agencies out of nine, 61 organizational units of an estimated 250, etc. Thus the 348 information processing activities are only a small part of the total. This is therefore true of the people, equipment, and files. Through analysis of the distribution patterns of items flowing into and out of the units surveyed, SCIPS identified or noted 2500 organizational units, although not all of these do a significant amount of information processing. The purpose of this table is not to delineate exactly the size of the Community, but simply to give ball-park figures in terms of the key elements.

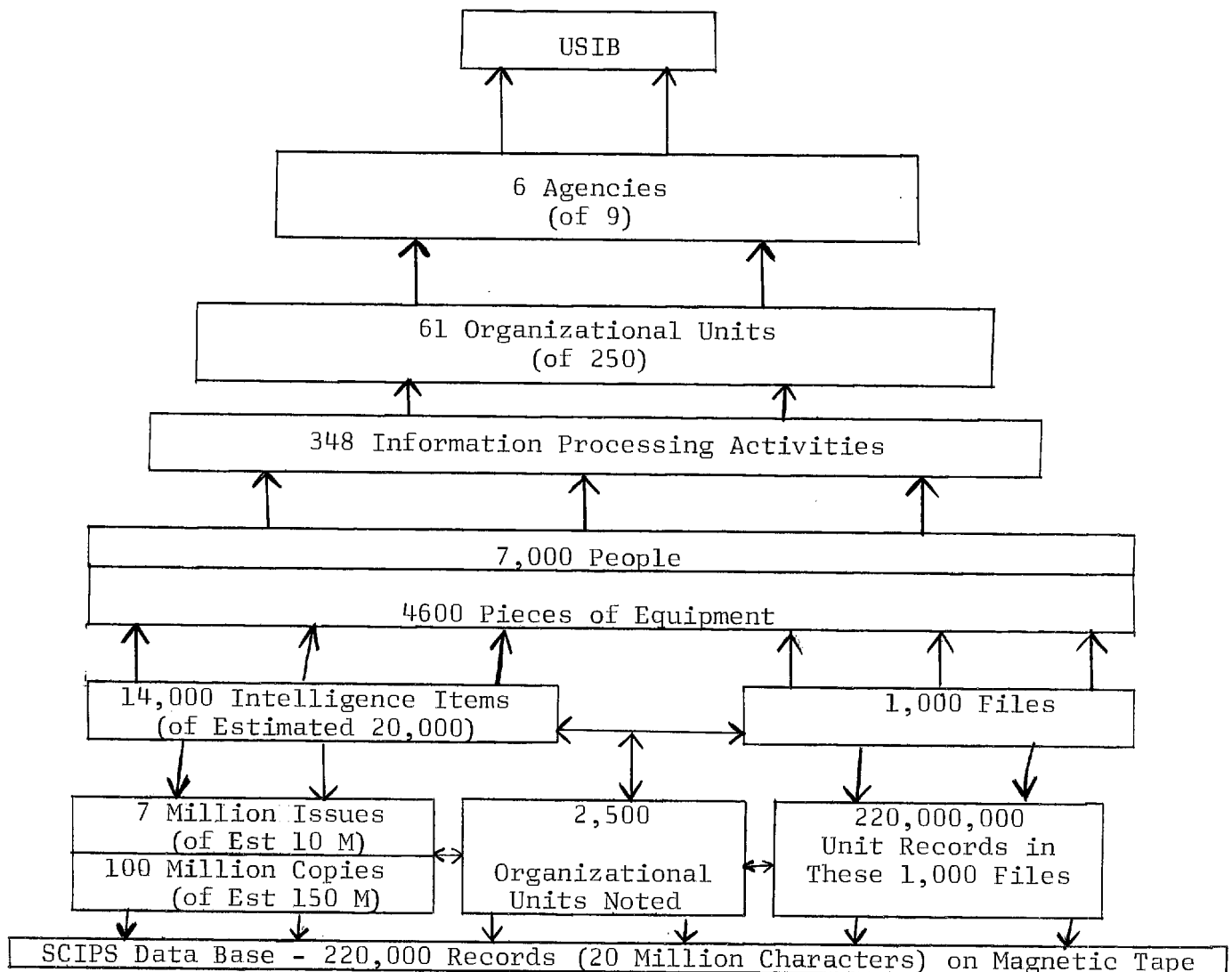
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- 2 -

APPENDIX 2

SCIPS STAGE I SURVEY COVERAGE



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APPENDIX 3

ITEM IDENTIFICATION CONTROL SYSTEMS

This Table lists selected examples of item identification control systems currently in use by the Intelligence Community. The Table is formatted to show types of items under control; the component within an agency responsible for originating the system; whether the controlled items are coded, i.e., operation program numbers; use of short titles and serial numbers and an explanation of the system. It is not intended to be a complete listing of all item control systems.

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Next 3 Page(s) In Document Exempt

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APPENDIX 4

ITEM IDENTIFICATION LISTS

This Table represents a selection of types of indexes, catalogs, bulletins and lists currently published by government organizations to aid in identifying and acquiring items. It is not intended to include all known item-list types, but only to compile examples showing a variety of types, purposes and formats.

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Next 9 Page(s) In Document Exempt

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APPENDIX 5

SAMPLE PAGES OF AN ITEM REGISTER LIST

This appendix consists of an illustrative section of an authoritative item list, showing the fields, the suggested methods of representation, and some examples of remarks. No attempt has been made to represent all originating organizations, classifications, categories or frequencies. The first table presents thirteen items as they might appear on an item list and is preceded by tables which give the meaning for codes or abbreviations used in the item list. The numbers entered under "Ref #" are intended to show what unique reference numbers might look like. The numbers themselves are purely arbitrary, for illustrative purposes only.

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APPENDIX 6

SUGGESTED INPUT CARD FORMAT

This appendix consists of a suggested layout form for the input cards for the Item Register System, and is based on the elements discussed in Section III. A. and the codes and methods of representation given in Appendix 5. The form is illustrative only, since it would need revision during the detailed system design period. The fields are laid out as they might appear on the input cards, not as they would appear on tape.

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